

Process Name: Position Control	Process Identifier: PC
Sub-Process Name: Position Approval	Sub-Process Identifier: PC 1
Sub-Process Purpose and Objectives: Request Position Approval	
Sub-Process Description: The State uses SEIS & manual processes to approve a position. Budget receives a position improvement request from either an agency or the position(s) were generated by the Administration. If the request comes from an agency, budget will be notified by either an Expansion Request form or from the agencies Budget Request system (majority of the new positions are requested through this system). If the position(s) were generated from the administration, it would be the Commissioner, acting as CEO of the State, who can recommend position improvements outside of the normal request process. Budget conducts analysis and determines if the request will be approved or not. If approval has been rejected, depending on the source of the request, agencies may be notified via email, memo, phone, etc. If approval is recommended, budget requests approval from the Legislature. If the Legislature rejects the request, the process ends. If the Legislature approves the request, budget is notified and budget begins its work program/budget revision analysis to comply with the outcome of the Legislature process. Budget then notifies the agency to establish the position. The agency sets up the position and forwards the paperwork back to budget for approval. Budgets approval of the position certifies to DOP that the funding is available for this position(s).	

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Sub-Process Trigger(s): <ul style="list-style-type: none">Agency submits their initial budget requestAgency requests a change to their enacted budgetPosition(s) were generated from the Administration		Key Sub-Process Participants: <ul style="list-style-type: none">AgenciesBudgetLegislatureClass/Comp	
Inputs:			
Input	Format	Volume/Time	Suppliers
Budget Request File	Automated	Varies/Annually	55 Agencies
Agency sends Expansion Request for Position Improvement	Manual - Document	25/Annually	Agency
Commissioner generates positions	Manual	Anytime	Commissioner
Outputs:			
Output	Format	Volume/Time	Recipients
Budget Recommendations	Automated/Budgeted & Supporting Doc	800 + Website	Legislature, Agencies, Open Records
Rejection Notification	Verbal, manual	Varies	Agency
P-10 Updates	Excel Spreadsheet - Electronic & Printed	Varies/Bi-Annually	Legislature, Agencies
Performance Measures Tracked:			

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Measure	Approx. Value	Target Value	
None			
Laws, Regulations, and Policies That Govern Sub-Process: T.C.A. 4-3-1006 and Annual Appropriation Act			
Current Sub-Process Issues/Problems: 1.) No electronic notification to the agencies that the position was either approved or rejected. 2.) Once approved, no electronic process to automatically create the position and send it to the Class/Comp process (CC-1)			
Improvement Opportunities:			
Opportunity <i>Merge cells to link one Opportunity to multiple impacts)</i>		Organizational Impacts <i>(Individually list and describe laws [L] regulations [R], and policies [P], as well as cultural [C] considerations for each opportunity)</i>	
Automation of the approval/rejection process; electronic notification to the agencies that the position was either approved or reject			
Automation of the creation of the position once it has been approved; once approved, electronic process to automatically create the position and send it to the Class/Comp process (CC-1)			
Applications that Support the Sub-process			
Application Name(s) <i>(Internal name and vendor's name)</i>		Technology Description <i>(Programming vendor, language, platform, database, etc.)</i>	
1.) MS: Excel for P-10 updates - this is updated manually on a daily basis.			

